

Forklift Operator

Reporting to the Production Manager. The Forklift Operator will be responsible for operating a forklift in the plant and also operating a Boom Truck crane as required. Duties and responsibilities include but are not limited to the following:

Education

- Highschool Diploma or equivalent.

Years of Experience

- Minimum 2+ years of work experience in a manufacturing environment.

Working Conditions

- Work may involve some exposure to unusual elements, such as extreme temperatures, dirt, fumes, smoke, unpleasant odors, and loud noises;
- On site work environment involves some exposure to hazards of physical risks that require knowledge of and adherence to basic safety procedures;
- Work environment requires having construction safety footwear, safety glasses and hard hat for all site work in certain other locations;
- Required to lift up to 50 pounds; and
- Flexible to work overtime as required.

Required Skills

- Counterbalance and Combi-Lift certification per OSHA standards;
- Able to operate propane counterbalance and Combi-Lift forklift;
- Valid G driver's license;
- Flexible and able to adapt to fluctuations in the production schedule;
- Proficient in Microsoft Office and Outlook;
- Ability to multi-task and prioritize tasks in a fast-paced environment;
- Excellent verbal and written communication skills; and
- Strong attention to detail and organizational skills.

Job Specific Duties

- Obtain copies of production schedules or shipping orders and transport material or equipment to and from designated areas of the facility;
- Load and unload goods from vehicles such as trucks;
- Move goods packed on skids around the storage facility;
- Stack goods in the correct storage bays and follow inventory control instructions;
- Check that loads are secure;
- Perform daily equipment safety checks;
- Examine products to verify conformance to quality standards; and
- Any other tasks assigned by the Production Manager.

